



## LOWELL AIRPORT BOARD

WEDNESDAY, AUGUST 17, 2016 AT 7:00 P.M.

LOWELL CITY AIRPORT

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
  - a. Minutes from July 13, 2016
4. FINANCIAL REPORT(S)
  - a. Financial Statement
  - b. Check Disbursement
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. NEW BUSINESS
8. BOARDMEMBERS COMMENTS
9. AIRPORT MANAGER'S REPORT
  - a. Fall Fly-In September 18, 2016
    - Head count plan
  - b. Advertising
    - Published on MDOT
    - Published on Social Flight
    - Emails to Airports and Flying Groups
    - Advertise in Ledger?
  - c. Fuel System Upgrade
    - POS System Upgrade
    - Shopkeep
    - Fuel Pump
  - d. New Lease agreement for 2017 – discussion after Fly-In
10. FBO REPORT
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD

WEDNESDAY, JULY 13, 2016 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

The meeting was called to order at 7:00 p.m. by Tom Grimm and the roll was called by Lori Gerard

Present: Jim Myaard, Eric Nelson, Paul Nicholls, David Pasquale and Jeff Ostrander and Chairman Tom Grimm

Absent: Jeff Altoft and FBO Larry Bauer

Also Present: Bob Bourgette, Greg Forbes, Larry Bauer, Jim Sowle, Mitch Kahn, Brandon Mulnix, Casey Brown and Lori Gerard

2. APPROVAL OF THE AGENDA

Grimm moved and Nelson seconded to approve the agenda as written. Motion carried.

3. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nelson moved and Pasquale seconded to approve the minutes of June 13, 2016 as written. Motion carried.

4. FINANCIAL REPORTS

Nelson moved and Grimm seconded to approve the financial reports. Motion carried.

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Forbes stated that in April or May it was discussed that contact with the owner of the trees would be made. Had this been done? Brown stated he has had no reply from them.

Several comments were made in how good the road is since it has been graded and treated. Brown noted that a second application will be needed in the fall.

Whitman commented that runway 2/4 is rough. It was noted that is has been rolled and aerated.

6. OLD BUSINESS

Whitman stated that fuel prices here are \$4.45 and the going rate elsewhere is \$3.75. It was also noted that more fuel is needed.

7. NEW BUSINESS

None.

8. BOARDMEMBERS COMMENTS.

Nelson commented that the swisher needs new wheel bearings.

9. AIRPORT MANAGER'S REPORT

Brown introduced Brandon Mulnix from Impact Church. The church is sponsoring a "Love Week" and part of that is doing projects at the airport. Mulnix stated that they have a crew of 40 to work at the airport. Projects that they will be a part of include: painting the compass rose, paint the interior and exterior of the terminal building, landscape, mulch, clean and change bulbs on runway lights, remove shed and metal roof and remove south side fence. They will be working July 20-22. Mulnix stated that his team will be briefed on safety issues prior to starting work.

Forbes was very thankful for this incredible gift to the airport.

Brown stated that the fall Fly-In will be September 18 along with the Fallasburg Festival. Brief discussion was given to the advertising, and equipment needed. Volunteers would be needed as the date draws closer.

Brown reviewed the Capital Improvement projects and what steps were needed to complete them.

- Upgrade aviation fuel system
- Repair runway and taxiway
- Continue turf runway improvements
- Pursue tree removal
- Hangar door repairs
- Improve drainage around hangars
- Extend paved taxiways
- Continue toward General Utility status
- Construct additional hangars

Myaard stated he like seeing this on the white board so as to keep our priorities before us.

10. FBO REPORT

Bauer stated he will be working here next week on Randy Seaman's plane. He works as a machinist in the morning. He noted that Dan Williams has also been working on some projects here also.

Pasquale moved and Grimm seconded to adjourn at 8:00 pm. Motion carried.

Respectfully submitted  
Lori Gerard  
City of Lowell

**AIRPORT FUND  
FINANCIAL STATEMENT  
August 15, 2016**

BEGINNING CASH 7/1/16	\$33,398.11
TIE DOWN FEE	
HANGAR RENT AND DEPOSITS RECEIVED	\$4,290.00
INTEREST	
MISC. INCOME	
GAS TAX FEES	
TRANSFER IN FROM GENERAL FUND	
<b>TOTAL REVENUES TO DATE:</b>	<b>\$37,688.11</b>
<b>EXPENDITURES TO DATE:</b>	
OPERATING SUPPLIES	\$181.42
PROFESSIONAL SERVICES/AUDIT FEES	
CONTRACTUAL	
INSURANCE	\$3,063.00
PUBLIC UTILITIES	\$91.64
REPAIR & MAINTENANCE	\$1,527.44
MISC. EXPENSE (PROPERTY TAXES VERGENNES TWP)	\$4,414.86
RENTALS	
PREPAID INSURANCE	
CAPITAL OUTLAY	
GENERAL FUND LOAN PAYMENT	
*EXPENSES TO LAST FISCAL	\$610.43
**PREPAID EXPENSE FOR INSURANCE.	
<b>TOTAL EXPENSES:</b>	<b>\$9,888.79</b>
<b>ENDING CASH: August 15, 2016</b>	<b>\$27,799.32</b>

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 07/12/2016 - 08/15/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
07/13/2016	GEN	68052	BERNARDS ACE HARDWARE	REPAIR & MAINTENANCE	930.000	000	28.97
07/13/2016	GEN	68057	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	19.07
07/13/2016	GEN	68058	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	801.000	000	315.00
07/13/2016	GEN	68074	MEADOWBROOK INC.	INSURANCE	910.000	000	3,063.00
07/13/2016	GEN	68088	VERGENNES TOWNSHIP TREASURER	MISCELLANEOUS EXPENSE	955.000	000	4,364.87
07/21/2016	GEN	68104	ERIC NELSON	OPERATING SUPPLIES	740.000	000	94.80
				REPAIR & MAINTENANCE	930.000	000	48.24
				CHECK GEN 68104 TOTAL			<u>143.04</u>
07/21/2016	GEN	68135	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
08/05/2016	GEN	68168	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	13.58
				PUBLIC UTILITIES	920.000	000	22.59
				PUBLIC UTILITIES	920.000	000	36.49
				PUBLIC UTILITIES	920.000	000	18.98
				CHECK GEN 68168 TOTAL			<u>91.64</u>
08/05/2016	GEN	68182	KENT COUNTY ROAD COMMISSION	REPAIR & MAINTENANCE	930.000	000	194.89
08/05/2016	GEN	68189	NELSON, ERIC	OPERATING SUPPLIES	740.000	000	86.62
08/12/2016	GEN	68205	BERNARDS ACE HARDWARE	REPAIR & MAINTENANCE	930.000	000	839.95
08/12/2016	GEN	68212	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	801.000	000	52.50
08/12/2016	GEN	68238	SELF SERVE LUMBER	REPAIR & MAINTENANCE	930.000	000	639.25
Total for fund 581 AIRPORT FUND							9,888.79